



**CITY OF HAYWARD**  
**AGENDA REPORT**

AGENDA DATE 03/07/06

AGENDA ITEM 5

WORK SESSION ITEM           

**TO:** Mayor and City Council

**FROM:** Human Resources Director

**SUBJECT:** Authorization to Execute Professional Services Agreement to Conduct Executive Recruitments

**RECOMMENDATION:**

It is recommended that the City Council adopt the attached resolution authorizing the City Manager to execute an agreement with Peckham & McKenney to conduct executive recruitments, and appropriate funds for this purpose.

**BACKGROUND:**

In March of 2005 the Council authorized staff to hire Peckham & McKenney to assist with executive recruitments resulting from retirements in the last two years. Due to the retirement of the Assistant City Manager and Finance Director in December 2005 and the upcoming retirement of the Community and Economic Development Director in June, 2006, additional resources are once again required to conduct three executive recruitments.

Staff proposes to retain Peckham & McKenney to assist in these new recruitments. Staff was quite pleased with the performance of this firm. They conducted the recruitments in a timely and professional manner and they have agreed to honor the same rates as quoted last year – professional fees of \$35,000 and expenses not to exceed \$12,000 for a total of \$47,000. Approval of the contract will save the City the time and expense of conducting a new request for proposals and allow us to begin the recruitment process immediately.

Prepared by:

  
Holly Brock-Cohn, Human Resources Director

Approved by:

  
Jesús Armas, City Manager

Attachment: Resolution

**DRAFT**

**HAYWARD CITY COUNCIL**

**RESOLUTION NO. 06-**

**Introduced by Council Member \_\_\_\_\_**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO  
EXTEND THE AGREEMENT FOR PROFESSIONAL  
SERVICES WITH PECKHAM & MCKENNEY TO RECRUIT  
AN ASSISTANT CITY MANAGER, FINANCE DIRECTOR  
AND COMMUNITY AND ECONOMIC DEVELOPMENT  
DIRECTOR, AND APPROPRIATE FUNDS**

**BE IT RESOLVED** by the City Council of the City of Hayward that the City Manager is hereby authorized and directed to negotiate and execute a contract for services with Peckham and McKenney to recruit an Assistant City Manager, Finance Director and Community and Economic Development Director in an amount not to exceed \$47,000, in a form to be approved by the City Attorney.

**BE IT FURTHER RESOLVED** by the City Council of the City of Hayward that Resolution No. 05-078, as amended, the Budget Resolution for fiscal year 2005-06, is hereby amended by approving an appropriation of \$47,000 from the General Fund (Fund 100) for recruitment of an Assistant City Manager, Finance Director and Community and Economic Development Director.

**IN COUNCIL, HAYWARD, CALIFORNIA \_\_\_\_\_, 2006**

**ADOPTED BY THE FOLLOWING VOTE:**

**AYES: COUNCIL MEMBERS:  
MAYOR:**

**NOES: COUNCIL MEMBERS:**

**ABSTAIN: COUNCIL MEMBERS:**

**ABSENT: COUNCIL MEMBERS:**

**ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**City Attorney of the City of Hayward**